

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: Hugh E. Price  
Director of Personnel

EXTENSION

NO.

OP-86-2569

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for  
Administration  
7D24 Headquarters

11/11/86

15 DEC 1986

12/1/86

JM

2. ADDA

W

3. DDA

(has seen)

4. Brenda

Zee

Bill we  
are sending a  
similar letter  
to the other DDs,  
the Exds and  
before  
we dispatch  
those letters,  
I would like  
your concurrence  
that this is  
the right way  
to proceed.

6.

7. DDA Reg.

8.

9.

10.

11.

12.

13.

14.

11/11/86  
FILE 20-1

15.

An employee bulletin  
and LWSB  
have also been  
prepared.

86-2569

MEMORANDUM FOR: Deputy Director for Administration

FROM: Hugh E. Price  
Director of Personnel

SUBJECT: Combined Federal Campaign

*Bill*

1. This memorandum seeks your personal support in encouraging DA employees to help us meet this year's Combined Federal Campaign (CFC) goal. At this point in our campaign, we are in serious danger of not meeting our goal of \$450,000. We are presently \$70,000 short of reaching this goal. We have consistently exceeded our goals in the past and quite frankly, if we do not reach this year's goal, I believe the Agency will suffer significant embarrassment. The DA is approximately \$20,500 shy of its \$109,900 goal. The Office of Information Services, the Office of Personnel and the Office of Finance have all reached or exceeded their individual goals. However, the remaining offices in the DA are all under their goals based on what we have received thus far in OP.

2. We are also about \$2,000 behind in our contributions to both the Agency's Public Service Aid Society and Educational Aid Fund compared to last year's campaign. With educational costs rising and personal financial hardships increasing, we should really exceed last year's contributions if we are going to be able to continue to help our own deserving employees and/or their dependents seeking educational assistance.

3. While an employee bulletin is being circulated on this issue, we need your personal support and help to ensure our goals are reached. We are also sending a WWSB to field stations seeking their additional contributions. I'm sure your keyworkers are prepared to accept contributions as soon as possible. With your support and our employees can do attitude, I believe we can better help those less fortunate than us.

Thanks for your assistance,



Hugh E. Price

STAT